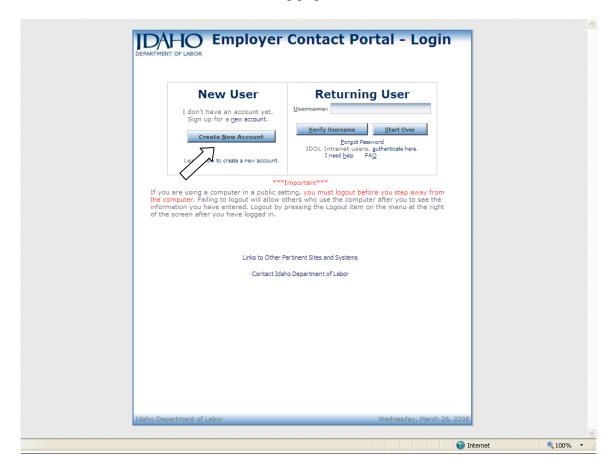
Employer Correspondence Online Reporting System (ECORE)

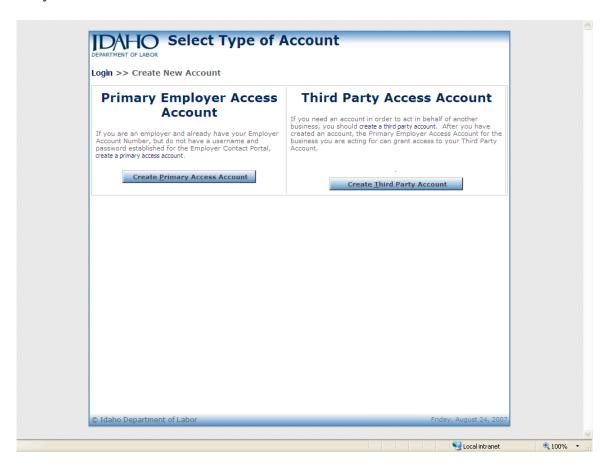
www.labor.idaho.gov/applications/ecore

Click on the above website (or enter www.labor.idaho.gov/applications/ecore into your browser manually i.e.-Internet Explorer, Netscape, etc.) Press the 'Enter' key. You should be taken to the website as shown below. If you do not already have an account, you will need to click on the 'Create New Account' button and follow the instructions of the New Account Wizard on the following pages.



Select Type of Account

Select the type of account you would like to open, Primary Employer Account or Third Party Access Account.



Welcome page

After reading the information contained on this page, click the 'Next' button.



Username and Password

NOTE: As you progress through the items on this page you will see instructions in red above the 'New Account Wizard' banner.

<u>Username</u>: Select a 'username'. This can be any combination of letters and numbers that are easy for you to remember (mybusiness)

<u>Password</u>: Select a password. Your password will be rated by the system as weak to strong (to the right of the data entry block.) A weak password would have only letters or only numbers (abcdef). A medium strength password would have a combination of letters and numbers (abc1def2). A strong password would have letters, numbers and special characters such as: !,#, or &. A strong password might be abc3def4#!. The characters you enter will not appear on the screen. In the 'Password' and 'Verify Password' spaces you will see round dots (see screen example below.)

Verify Password: Reenter the password that you just created.

<u>Email:</u> Enter your e-mail address such as <u>fredsmith@abc.com</u>. You cannot use this system without a valid email address.

<u>NOTE</u>: Any item with a red star must have information entered into that field. If no information is entered into a required field you will not be allowed to continue (the 'Next' button will not be enabled.)

Click 'Next'



Primary Employer Account Information

<u>Employer Account Number</u> Enter the employer account number for you business (enter all numbers including all '0's).

<u>Total Wages:</u> Enter the total wages (to the nearest dollar) reported to the Idaho Department of Labor during the most recently completed quarter.

Business Name: Enter the legal name of your business.

<u>Doing Business As:</u> (Commonly known as DBA) Enter the DBA name of your business if it is different from the above. (Example: Business name could be Smith Inc., and the DBA name could be ABC Widget Co.)

<u>Phone:</u> Enter your primary business phone number including area code (must be in one of the following formats: (208) 332-0000 or 208-332-0000)

Phone Ext: Enter the phone extension of the primary point of contact (if one is used.)

Message Phone: Enter a phone number where messages can be left.

Message Phone Ext: Enter the phone extension for messages (if one is used.)

<u>Fax:</u> Enter your fax phone number (same format as <u>Phone</u> above.)

Click 'Next'.

| | te New Account | | |
|------------------------|---------------------------------|--------------------|----------------|
| | N | lew Account Wizard | |
| Welcome Credentials | Primary Employer Account | Information | |
| Account Details | * Employer Account Number: | 0006 | |
| User Agreement | * Total <u>W</u> ages: 9 | 33795.00 | Validate Wages |
| | * <u>B</u> usiness Name: | XYZ Inc. | |
| | <u>D</u> oing Business As: | XYZ Group | |
| | P <u>h</u> one: | 208-555-1234 | |
| | Phone E <u>x</u> t: | | |
| | <u>M</u> essage Phone: | | |
| | Message Phone Ext: | | |
| | | 208-555-9876 | |

Confirmation

Below the words "New Account Wizard" you see another small box. This box must be checked to enable your account. Read the statement carefully and, if you agree, check the box (Notice the last statement that email verification and account activation may take up to 24 hours (one business day.)) After you check the box, click on the 'Finish' button.



New Account Confirmation

You have completed the process to open a new account. Click on the 'Logout' link and you will be returned to the ECORE Login screen. An e-mail will be sent to the account you entered when you completed the New Account Wizard. Within one business day your account will be activated and another e-mail will be sent to notify you of the activation. (NOTE: see important information on the next page regarding opening your account after you have received authorization.)



Initial Login

When you login for the first time you will enter your username and password. When you click on 'Verify Password' you will be taken to a second screen to enter a confidence word. This is a security feature. In the future, when you log onto ECORE you should see your confidence word under the password box. If you do not see your confidence word after entering your username *do not* enter your password as you may have been taken to a *phishing* site.

| New User | Returning User |
|--|---|
| I don't have an account yet. Sign up for a new account. Create New Account Learn how to open an account. | Username: xyzgroup Password: Your confidence word has not been set yet. Once you login, you will be asked to create one. Verify Password Forgot Password IDOL Intranet users, guthenticate here. I need help |

